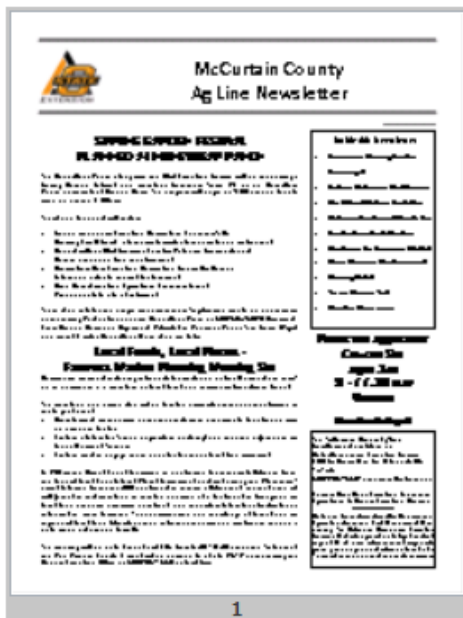


# Creating a Newsletter Template Using Publisher 2013

When you first open Publisher 2013 to start creating a new document, the first thing that opens is a variety of templates and themes for you to choose from. But what if you want to create your own or want to adjust margins and spacing of an existing template and save the “new template” for future use? Here is what you do:

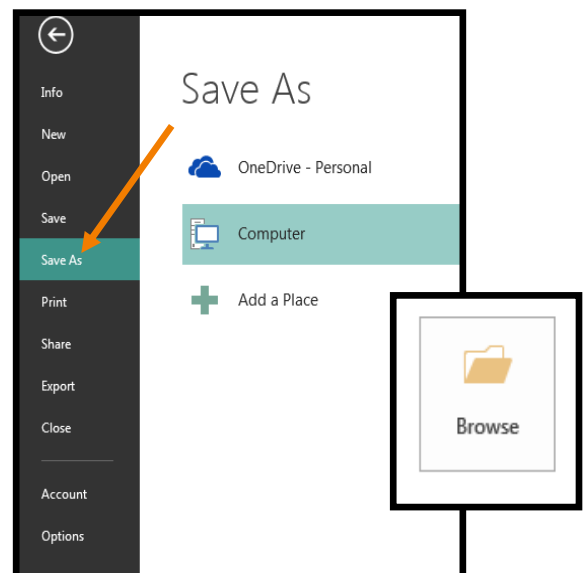
First, you will want to create the outline of your template. This can be done starting from scratch, opening an existing template and adjusting it for your needs, or you can use an existing document to be modified.



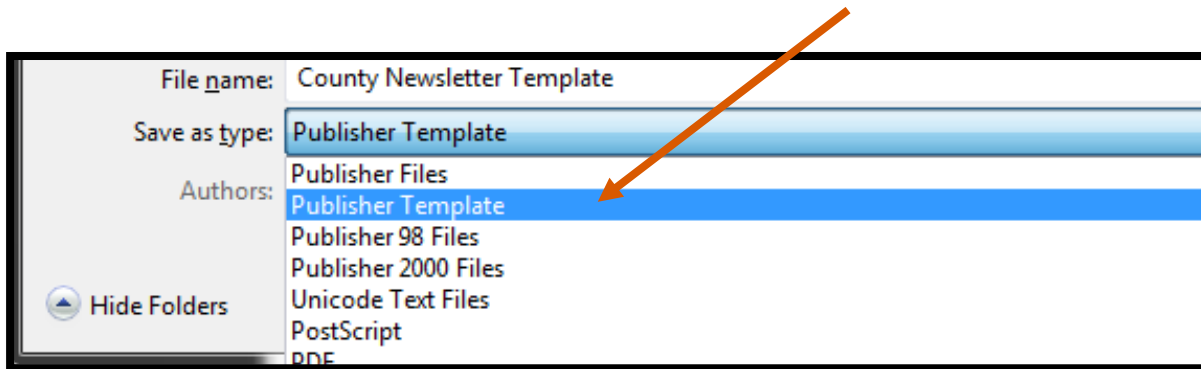
\*Tip: If you create a monthly newsletter, instead of recreating it each month, you could simply open the *monthly newsletter template*, utilize the same layout and only change the information inside.

To the left is an example of a completed document that could be turned into a template.

Once the outline is created, simply click on “File” and “Save As” and “Browse”



Next, select “Publisher Template” from the “Save as type” dropdown menu, give your template a name and click “Save”.



When you are ready to start work on the next newsletter, simply open Publisher and click on “Personal.” Select the template you wish to use. Publisher will then open the template as a new document and you are ready to start your next newsletter.

